

PROGRAM NARRATIVE

General Guidance for The Adolescent Family Life Care Demonstration Applications

The Office of Adolescent Pregnancy Programs requests that applicants present the narrative portion of the application in the order listed below, not to exceed 50 pages, double spaced, typed on one side of the page only. All pages must be numbered. Additional materials may be appended as noted below. References are to Title XX of the Public Health Service Act, the legislation governing the program.

- I One-page summary of the proposed demonstration project including:
 - A. Statement indicating that this is a CARE demonstration project and whether application is for a local or statewide project
 - B. Type of organization applying (school, state agency, voluntary agency, etc.)
 - C. Geographic area to be served (urban, rural, suburban)
 - D. Description of target population to be served
 - E. Statement of the program intervention
 - F. Brief description of the proposed project
- II Complete description of the applicant organization, including its decision making authority and structure (e.g., relationship to Board of Directors), its resources, experience, existing program units and/or those to be established if funding is obtained. This description should cover personnel, time and facilities and should contain evidence of the organization's capacity to provide the rapid and effective use of resources needed to conduct the project, collect necessary data and evaluate it.
- III Rationale for use of the proposed approach based upon previous practice and review of the literature and/or evaluation findings.
- IV Description of the geographic area to be served. Document the incidence of adolescent pregnancy, and describe economic conditions, income levels, existing services and unmet needs in the proposed service area (sec. 2006(a)(1-4)).
- V Description of program outcome objectives, with a clear statement of results or benefits expected, and consistent with Title XX. Objectives should be specific, measurable, attainable, realistic, and time-framed. Please see attachment #5 for further guidance.

- VI Detailed description of the Care Services demonstration model to be developed and implemented including the following:
- A Description of program, including how services will continue to be provided to clients after the birth of the child to enable parents to acquire good parenting skills and to ensure that their children are developing normally physically, intellectually and emotionally.
 - C. Description, if applicable, of how the applicant will add care services to supplement existing adolescent health services in a school, hospital or other community setting (a letter from the existing program confirming specific terms of the collaboration should be included as an appendix item).
 - D. Description of how the applicant will provide, directly or by referral, each of the 10 required core services [sec. 2006(a)(5)(A)] and any supplemental services as appropriate (include as an appendix item any existing letters of agreement or formal linkage agreements made with service providers for core and supplemental services).
 - E. Description of how, as appropriate, the project will be coordinated, integrated and linked to existing services within the service area (sec. 2006(a)(6)).
 - F. Description of case management and follow-up procedures.
 - G. Description of target group to be served, client recruitment methods and selection criteria.
 - H. Description of how the applicant will, as appropriate, involve families, voluntary associations, religious and charitable organizations and other groups in the private sector (sec. 2006(a)(21)(A) and (13)).
- VII A workplan and timetable which spans at least three years of program implementation, in addition to a year long work plan and timetable.
- VIII Estimates of numbers and types of clients expected to be served during the first year, e.g., for care projects: pregnant females, parenting females, parenting males, infants, family members, etc.
- IX Summary of the views of public agencies, providers of services and the general public in the geographical area to be served (sec. 2006(a)(9)).
- X Applicant's plan regarding continuation of services at the termination of this Federal funding.
- XI Detailed description of the Evaluation Plan design to be developed and implemented (as per sections 2006(a)(8) and (25); (b)(1)(2)(3)) including the following:
- A. Description of program intervention(s) and/or process(es) to be tested.
 - B. Theory upon which program intervention is based.
 - C. Proposed questions/hypotheses the evaluation will address.
 - D. Instruments - Include information on reliability and validity of instruments. If new instruments are being designed, describe how reliability and validity will be assessed.

- E. Sampling plan (recruitment of respondents) and data collection schedule.
- F. Data analysis plan, including statistical tests.
- G. Comparison/control group recruitment strategies.
- H. Description of how the evaluation will fit in with the program, particularly how data will be used for mid-course corrections and ongoing program improvements.
- I. Statement of how the evaluator will ensure confidentiality of the data.
- J. Describe the qualitative methodology planned and how it will be integrated with the required quantitative design. Include a description of how data will be collected.

APPENDICES TO NARRATIVE

Applicants should include the following information as appendices to the narrative portion of the application:

- A. Articles of Incorporation and Mission Statement for private nonprofit organizations.
- B. Resumes of key staff and/or detailed position descriptions.
- C. Description of how the project will obtain parental consent for services.
- D. Letters of commitment and/or support from other service providers.
NOTE: If an applicant proposes to add care services to supplement an existing program in a school or other community setting, a letter from an authorized official from the existing program confirming specific terms of the collaboration should be included.
- E. Evidence of working arrangements with an evaluator affiliated with a college or university located in the applicant's State. The entities to be involved in the evaluation must be identified, their willingness to participate documented, their role(s) described and their capability documented by attached curriculum vitae.
- F. Copy of Table of Contents of proposed curriculum, plus list of any other instructional materials that will be an integral part of the proposed project.